

### Republic of the Philippines DEPARTMENT OF EDUCATION

## Cordillera Administrative Region

# SCHOOLS DIVISION OF TABUK CITY

City Hall Compound, Dagupan Centro, Tabuk City



### **DIVISION MEMORANDUM** NO. 1, S. 2019

To:

ALL CONCERNED

From: BENEDICTA B. GAMATERQ 9

OIC- Schools Division Superintendent

Date: January 3, 2019

DEP-ED - TABUK CITY RECORDS UNIT

### Subject: PERFORMANCE EVALUATION REVIEW

1. The 2018 Division Performance Evaluation will be conducted on January 7, 2019, Monday at Davidson Hotel, Bulanao, Tabuk City, Kalinga.

Division

- 2. Participants to this activity are the following:
  - a. Schools Division Superintendent
  - b. Assistant Schools Superintendent
  - c. Legal Officer
  - d. Administrative Officer V
  - e. ITO
  - f. Supply Officer
  - g. Personnel Officer
  - h. Cashier
  - i. Records Officer

- j. Budget Officer
- k. Accountant
- 1. CID Chief
- m. 10 EPS
- n. 10 PSDS
- o. SGOD Chief
- p. 4 SEPS
- q. Dentist III
- r. Planning Officer III
- s. Engineer
- 3. Participants are advised to submit a Xerox copy of their MOV's until tomorrow (1 pm) for consolidation.
- 4. Attendance of all concerned is desired.

Milliam : ElD - Carrely A: Gundy

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